



UNITED STATES EMBASSY OTTAWA, CANADA  
P.O. BOX 866, STATION B, OTTAWA, ON, K1P 5T1, CANADA - PHONE: (613) 688-5264, FAX: (613) 688-3055

**Current Status: PUBLISHED**

**Location: VANCOUVER, CANADA**

## **GENERAL SERVICES CLERK**

**VACANCY NUMBER: 06-44R**

Today is Thursday, September 14, 2006

**OPEN TO:** U.S. Citizen Eligible Family Members (AEFM), Eligible Family Members (EFMs), Members of Household (MOH) and Not-Ordinarily Residents (NOR) - All Agencies

**POSITION:** General Services Clerk **Grade:** FSN-6, FP-8

**OPENING DATE:** Thursday, September 14, 2006

**CLOSING DATE:** Thursday, September 21, 2006

**WORK HOURS:** Full Time; 40 hours per week

**SALARY:** Not Ordinarily Resident: U.S. \$28,183 p.a. (Starting Salary)  
(Position Grade: FP-8 confirmed by Washington)

Ordinarily Resident: C\$37,027 p.a. (Starting Salary)  
(Position Grade: FSN-6)

**LENGTH OF HIRE:** Indefinite

**NOTE:** **ONLY U.S. CITIZEN ELIGIBLE FAMILY MEMBERS (APPOINTMENT ELIGIBLE FAMILY MEMBERS (AEFMS)), ELIGIBLE FAMILY MEMBERS (EFMS), MEMBERS OF HOUSEHOLD (MOHS) OF U.S. GOVERNMENT EMPLOYEES ASSIGNED TO THE MISSION UNDER CHIEF OF MISSION AUTHORITY, AND RESIDENT U.S. CITIZENS, AS DEFINED ON PAGE THREE, ARE ELIGIBLE FOR CONSIDERATION FOR THIS POSITION. AN AEFM, EFM OR MOH MUST BE ARRIVING IN COUNTRY WITHIN 60 DAYS TO BE ELIGIBLE FOR CONSIDERATION.**

**The U.S. Consulate in VANCOUVER is seeking an individual for employment in CANADA for the position of General Services Clerk in the General Services Office.**

### **BASIC FUNCTION OF POSITION**

Provides administrative and clerical assistance in a variety of areas within General Services office of the Management Office. The areas of responsibility of the General Services Clerk include preparing vouchers; preparing purchase orders/agreement as required in the procurement process; facilitating the shipping/receiving of personal and

household effects for incoming/outgoing American personnel; handling incoming/outgoing mail, parcels, courier packages, and diplomatic pouch shipments; ordering/distributing supplies; and motor vehicle maintenance. The incumbent also serves as a cleared American escort for contractors working in the Consulate General during the day and evening hours as required.

#### **QUALIFICATIONS REQUIRED**

**NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.**

- 1. Education:** Completion of secondary school is required.
- 2. Experience:** Two years of work experience in vouchering, procurement, shipping/receiving, supplies distribution and tracking is required.
- 3. Language:** Level 4 (Fluent) speaking/reading/writing English is required.
- 4. Knowledge:** Resourcefulness in locating reliable local vendors and suppliers to establish a good knowledge base of needed contacts is required.
- 5. Skills and Abilities:** Ability to utilize Microsoft Word and Excel is required.
- 6. Interpersonal Skills:** Must be able to work under pressure and be sensitive to the needs of customers.

#### **SELECTION PROCESS**

When equally qualified, U.S. Citizen Eligible Family Members (AEFMs), and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

Candidates for employment are hired at the first step.

If there are no qualified candidates at the stated grade level, the candidate may be hired at a lower level or the position may be re-advertised.

#### **ADDITIONAL SELECTION CRITERIA**

Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.

Current employees serving a probationary period are not eligible to apply.

Currently-employed AEFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.

Currently-employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.

Candidates must be able to obtain and hold a Secret security clearance for this position.

Candidate must possess a valid driver's license and be able to cross U.S./Canada border.

Candidates must be able to perform arduous work, including heavy lifting, in the performance of duties related to shipping/receiving and mail delivery and pick-up.

Candidates must pass a purchase card exam and be able to obtain a government purchase card.

#### **TO APPLY**

Interested applicants for this position should submit the following:

1. Application for Federal Employment (SF-171); or
2. A current resume or curriculum vitae, may be accompanied by an (OF-612); plus
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their applications.
4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

**SUBMIT APPLICATION** Management Office

**TO:** U.S. Consulate General  
1095 W. Pender St.,  
19th Floor  
Vancouver, B.C.  
V6E 2M6

**POINT OF CONTACT:** Management Office  
Phone: (604) 642-6651

## DEFINITIONS

**Eligible Family Members (EFM):** Family Members who meet the criteria of 6 FAM 111.3 and who are listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority.

**U.S. Citizen Eligible Family Members (AEFM):** A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:

- US citizen;
- Spouse or child as referred to in 6 FAM 111.3-1 paragraph (1) and who is at least age 18;
- Listed on travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority;
- Is resident at the sponsoring employee's or uniformed service member's post of assignment abroad, approved safe haven abroad, or alternate safe haven abroad.
- Does not receive a USG annuity or pension based on a career in the U.S. Civil and Foreign services.

**EFM:** Family Members at least age 18 listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed to a U.S. Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.

**Member of Household (MOH):** A person who: 1) has accompanied, but is NOT on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniformed service member permanently assigned to or stationed at a U.S. Foreign Service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the employee.

**Ordinarily Resident (OR):** A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permit for employment in country.

**Not-ordinarily Resident (NOR):** Typically NORs are US Citizen EFMs and EFMS of FS, GS,

and uniform service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

**CLOSING DATE FOR THIS POSITION: THURSDAY, SEPTEMBER 21, 2006**

The U.S. Mission in Canada provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

**APPROVAL INFORMATION**

**Vacancy Number:** 06-44R

**Position Number:** 97141

**Post:** VANCOUVER

**Date:** September 14, 2006

**Title:** General Services Clerk

**Prepared by:** varvarousissm

**Clearance 1:** Robert Marks, Management Officer, AMConsul Vancouver

Signatures: \_\_\_\_\_ Date: \_\_\_\_\_

**Clearance 2:** Patricia J. Duffy, Human Resources Officer

Signatures: \_\_\_\_\_ Date: \_\_\_\_\_

**Vacancy Remarks (if any):** JHart draft completed by Isfogarty

(Note: Vacancy Remarks will not be published on the announcement)

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